



Seeing What You Want to See: Browsers

SHORTCUTS

- **Find** = CTRL + F
- **Decrease Font Size** = CTRL + -
- **Increase Font Size** = CTRL + +
- **Work in two windows** = Right click on the gray part of the start bar, select *Tile Windows Vertically*

TABBED BROWSING

- New Tab - CTRL + T (Mac: CMD + T)
- Firefox - <http://support.mozilla.com/en-US/kb/Tabbed+browsing>
- Internet Explorer - <http://www.microsoft.com/windows/IE/ie7/tour/tabs/>
- Safari - <http://browsers.about.com/od/safari/ss/safaritabs.htm>

SEARCHING IN A FOREIGN LANGUAGE

When you type your search terms *in* Spanish, the search engine will return pages in Spanish.

Google Language Tools

http://www.google.com/language_tools

Country-specific search engines and page translation tools

Search Engine Colossus

<http://www.searchenginecolossus.com/>

An international directory of search engines, organized by country



SEARCH TUTORIALS

- **Boolean Searching on the Internet: A Primer in Boolean Logic** – <http://www.internettutorials.net/boolean.asp>
- **Google Guide** – Select a status (novice, experienced, expert), learn search tips for Google: <http://www.googleguide.com/index.html>
To see how what you type in Google changes the search results, visit: <http://21cif.imsa.edu/tools/locate/>
- **Noodle Tools: Information Literacy Search Strategies** - Links to search tools and information portals organized by the kind of task: <http://www.noodletools.com/debbie/literacies/information/5locate/adviceengine.html>



Spotting What You Need, When You Need It: Search Engines

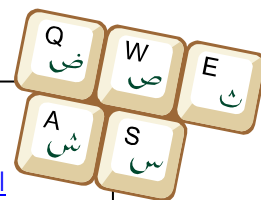
SEARCH TRICKS

Both Words (AND)	Spanish AND civil war
Exact Phrase (OR)	"civil war" or "Spanish civil war" or "guerra civil"
Exclude Phrases (NOT)	"civil war" NOT spanish
Safe Search (safesearch:)	safesearch:"Spanish civil war"
Specific Filetypes (filetype:)	"Spanish civil war" filetype:pdf (doc, pdf, ppt, xls)
Within a Site (site:)	"Spanish civil war" site: http://www.sispain.org/
Within URLs (inurl:)	inurl: "civil war" Spanish

SEARCH ENGINES

Blinkx	http://www.blinkx.com/	Searches across video search engines
Bookfinder	http://www.bookfinder.com/	Metasearch=cheap books
Creative Commons	http://search.creativecommons.org/ http://flickrcc.bluemountains.net/index.php	Finds images with Creative Commons licenses
Delicious	http://delicious.com/	Results are based on items others have bookmarked
Dotsub	http://dotsub.com/	Any film in any language, many subtitled
Fundoo Web	http://fundooweb.com/	Overview a topic
Google Books	http://books.google.com	Searches within book text
Google Scholar	http://scholar.google.com	Finds scholarly articles, books, & citations
Icon Finder	http://www.iconfinder.net/	Finds icons
Ideé Labs	http://labs.ideeinc.com/	Visual search
Intute	http://www.intute.ac.uk	Search by subject portals
Jamendo	http://www.jamendo.com/en/	Finds copyright safe music
Kayak	http://www.kayak.com/	Finds flights, hotels, cars
Newseum	http://www.newseum.org/todaysfrontpages/	Front pages today's paper
Open access journals	http://www.doaj.org/	Directory of open access journals
Pathfinder for Ed Research	http://www.sdst.org/shs/library/edresearch.html	Databases, journals, and other scholarly sources
Quintura	http://www.quintura.com	Results=embeddable, visual web (use old v.)
Spezify	http://www.spezify.com/	Visual results
Stock Xchg	http://www.sxc.hu/ (For Spanish; Spanish Food)	Copyright safe images
Switchboard.com	http://www.switchboard.com/ OR http://pipl.com/	Finds people
Teacher Tube	http://www.teachertube.com/	Finds educational videos
Technorati	http://www.technorati.com	Finds blogs
Twitter Search	http://search.twitter.com/	Twitter posts
Wiki Search	http://www.wiki.com/	Finds wikis
Zillow	http://www.zillow.com/	Real estate

Running Word So It Works for You: Productivity Tips



SHORTCUT KEYS

<http://dawn.thot.net/cd/25.html#2>

Copying & Pasting

- **Copy** = CTRL + C
- **Delete** = CTRL + X
- **Paste** = CTRL + V
- **Redo** = CTRL + Y
- **Undo** = CTRL + Z

Formatting

- **Align Left** = CTRL + L
- **Align Right** = CTRL + R
- **Bold** = CTRL + B
- **Center** = CTRL + E

Movement

- **Beginning of document** = CTRL + Home
- **End of document** = CTRL + End
- **Find** = CTRL + F
- **Select all** = CTRL + A
- **Select vertically** = CTRL + Left Click and Drag
- **Skip word-by-word to the left** = CTRL + ←
- **Skip word-by-word to the right** = CTRL + →
- **Switch between open windows** = ALT + Tab

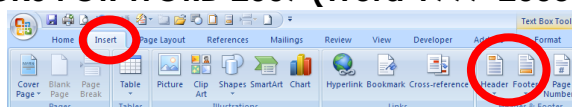
Accent Marks

<http://dawn.thot.net/cd/3.html>
<http://www.starr.net/is/type/kbh.html>

Character	PC	MAC
á, é, í, ó, ú	CTRL + ' then letter	Option + e then letter
à, è, ì, ò, ù	CTRL + ` then letter	Option + ` then letter
ä, ë, ï, ö, ü	CTRL + Shift + : then letter	Option + u then letter
â, ê, î, ô, û	CTRL + Shift + ^ then letter	Option + I then letter
ç	CTRL + , then c	Option + c
ñ	CTRL + Shift + ~ then n	Option + n
œ	CTRL + Shift + & then o	Option + q
ß	CTRL + Shift + & then s	Option + s

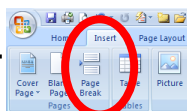
TEXT TIPS & TRICKS FOR WORD 2007 (Word 1997-2003 in parentheses)

Header or Footer –



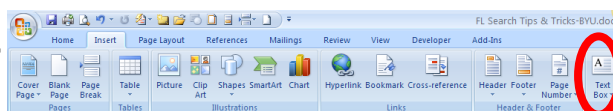
Type in the box that appears (In Word 97-03: View → Header and Footer)

Page Break –



(In Word 97-03: Insert → Next Page) → Then click OK

Textbox –



Click on the page, drag to create the box, then type

IMAGE TIPS & TRICKS

- **Format Picture** – Format (or right click on it), Picture (or Object), Layout, Tight
- **Insert Picture** – Insert, Picture, Clipart (or if a photo, choose From File)

Learning New Literacies: As Easy as See, Spot, Run

Copyright

A Fairy Use Tale (YouTube Video)

http://www.youtube.com/watch?v=CJn_jC4FNDo

Copyright & Fair Use Guidelines for Teachers

http://www.techlearning.com/techlearning/pdf/db_area/archives/TL/2002/10/copyright_chart.pdf

Links to Copyright Safe Audio, Image, & Text Resources

<http://languagelinks2006.wikispaces.com/Copyright>

Google & RSS Feeds

Google Cheat Sheet - <http://www.makeuseof.com/downloads/google-cheat-sheet.pdf>

Google Reader - <http://reader.google.com>

RSS Quick Start Guide for Educators - <http://weblogg-ed.com/wp-content/uploads/2006/05/RSSFAQ4.pdf>

School Assessment

Learning with Technology Profile Tool -

<http://www.ncrtec.org/capacity/profile/profwww.htm>

Related Research & Scholarship

Bates, Marcia J. (2007, October). What is browsing really? A model drawing from behavioural science research. *Information Research*, 12(4).

Retrieved <http://informationr.net/ir/12-4/paper330.html>

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Retrieved October 2005, from

http://www.readingonline.org/newliteracies/lit_index.asp?HREF=leu/

Wilhelm, Jeff. (2000, March). Literacy by design: Why is all this technology so important anyhow? *Voices from the Middle*, 7(3), pp. 4-14

<http://mwp.cla.umn.edu/techtraining/wilhelm.pdf>

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